

WEST SOUND UTILITY DISTRICT
Minutes of Regular Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, February 2, 2009

Chairperson: Jerry Lundberg
Vice Chairperson: James Hart
Secretary: Bill Huntington
Commissioner: Jeannie Screws
Commissioner: Susan Way

Attending: Larry Curles, General Manager
Randy Screws, Senior Operator
Darren Podraza, Map Specialist / Inspector
Denita Patton, Finance Manager
Sue Fowler, Customer Service Manager
Deborah Didiez, Accounting Clerk
Richard Gross, District Attorney

The meeting was called to order by Commissioner Lundberg at 4:30 PM

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of January 20th.

Commissioner Huntington moved to approve the minutes of the January 20, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Way, passed unanimously.

Resolution 96-09 Step Increase for Michael Whitehead

Michael Whitehead has received his annual evaluation and has been recommended for his wage step increase. General Manager stated that Michael has received good reviews from the Port Of Bremerton and Manchester Water District. Commissioner Hart moved to approve Resolution 96-09 to promote Network Administrator Michael Whitehead to Step 5, Pay Grade 18. The motion, seconded by Commissioner Huntington, passed with four ayes. Commissioner Screws abstained.

During discussion, Commissioner Screws noted that she abstains from the voting on personnel matters with the Joint Wastewater Treatment Facility. Although it is not required, she will typically abstain from voting on step increases for other employees to avoid any perception of a conflict of interest. However, Commissioner Screws reserves the right to vote on personnel matters such as step increases for other than treatment plant personnel in order to break a tie vote or any other important reason.

Resolution 97-09 Authorizing the Lease with Parkland Green Homeowners Association

The General Manager reported that this lease would be the future site of Well #23. The District will pay the Association \$3,000 a year until the land use conditions are approved and then the annual lease would increase. If the land cannot be used for a well site, the lease would be terminated. Commissioner Hart moved to approve Resolution 97-09 to authorize the lease with Parkland Green Homeowners Association for a future well site. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 98-09 Approval of Employment Contract with Plant Manager Poppe

The General Manager reported that during the consolidation of the District, the existing employment contracts were purposely not renewed. West Sound Utility District has since decided to contract the services of the Plant Manager and the General Manager. The proposed contract is for 2009 and is similar to that of the General Manager's contract. Commissioner Way moved to approve Resolution 98-09 approving the employment contract with Plant Manager Poppe. The motion, seconded by Commissioner Hart, passed four ayes. Commissioner Screws abstained.

Resolution 99-09 Approval of Employment Contract with General Manager Curles

The General Manager reported that during the consolidation of the District, the existing employment contracts were purposely not renewed. West Sound Utility District has since decided to contract the services of the Plant Manager and the General Manager. The proposed contract is for three years and is substantially the same to his previous contract. Commissioner Way moved to approve Resolution 99-09 approving the employment contract with General Manager Curles. The motion, seconded by Commissioner Hart, passed four ayes. Commissioner Screws abstained.

ATTORNEY'S REPORT

The District Attorney reported in the following:

- ✓ The employment contracts for the General Manager and Plant Manager are effective on January 1st. In the future, the District should enter into the new employment contracts before the old contracts expire.
- ✓ The attorney for Mr. and Mrs. Gilstraps has responded to the District previous letters. He is requesting more time and the District anticipates delaying any action for two weeks.

PLANT MANAGER'S REPORT

Plant Manager Poppe is on vacation and was represented by Senior Operator Randy Screws. He reported on the following:

- The plant is running well.
- Puget Sound Energy has reimbursed the District approximately \$17,000 for the completed grant funded projects. The JWWTF will process the grants for the new air blowers and the implementation of the solar water heating system.
- Kitsap County Solid Waste personnel will visit the Facility on February 4th
- The staff is doing spring cleaning and working on their in-house projects.
- Maintenance Technician Rodney Ewing has returned to work and does not need light duty.
- The Facility is completing BOD testing in preparation for a modification to the NPDES.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Redfern was absent. Map Specialist / Inspector Darren Podraza reported on the following:

- The wastewater and water crew have been performing routine maintenance on the wastewater and water systems.
- Well 17 was shocked treated to improve its production.
- In response to the earthquake last Friday, the crews inspected the water and sewer systems. There was not any earthquake damage.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported that her staff has developed a filing system for the District easements. These also include the E-One grinder pump easements.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported that the District received payment of \$34,183.36 from the City of Port Orchard. This is the City's half of the District expenses incurred for the reclaimed water projects.

The finance staff is currently working on closing out the 2008 books.

GENERAL MANAGER'S REPORT

The General Manager reported on the following:

- Information on the San Diego AWWA conference has been provided. If the Commissioners are going, they should notify the Finance Manager.

- Kitsap County has inquired if the District will have a booth and help support the Great Peninsula Future Festival. The Board discussed this event and noted that it benefited the District to have participated in it last summer. Commissioner Hart moved to have the District participate in the 2009 Great Peninsula Future Festival at the same sponsorship level as in 2008 and to have a booth at the event. The motion, seconded by Commissioner Screws, passed unanimously.
- The General Manager and Silverdale Water District Commissioner Hoffman testified at the Legislative public hearing in support of the bill to authorize District management of reclaimed water.
- The resolution authorizing compensation for the Commissioners has been revised to remove specific dollar amounts and the description of the Secretary duties are added to it. The Board directed that this draft resolution be held until more information is available for compensation for teleconferencing.
- State Representatives Angel and Seaquist are sponsoring the proposed bill to grandfather the water mains in State roads that were formerly County roads.
- The plans and specifications for Sarann Avenue Water Main are completed. The General Manager recommended that the contract be advertised for a March award, if the District funding can accommodate the work. Commissioner Hart moved to advertise the Sarann Avenue Water Main contract. The motion, seconded by Commissioner Screws, passed unanimously.

COMMISSIONER'S REPORT

Commissioner Hart stated that both he and Commissioner Way had attended the Commissioners' Workshop in Lynnwood on January 24th and the Section II meeting.

Commissioner Way stated that the workshop was interesting and beneficial.

Commissioner Screws stated that she also attended the Commissioners' Workshop and the Section II meeting. The Workshop was very worthwhile. In addition, she met with the President and Executive Director of the Washington Association of Sewer and Water Districts.

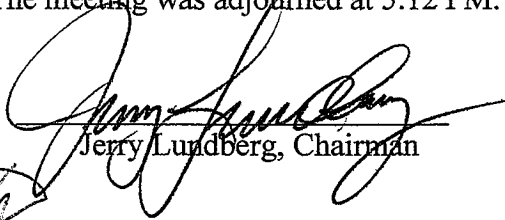
The next regularly scheduled Board meeting on February 16th conflicts with Presidents Day. The Board concurred with rescheduling that meeting to 5:30 PM, Tuesday, February 17th.

SIGN VOUCHERS AND RESOLUTIONS

The Board signed the vouchers and payroll, as indicated on the attached summary sheet.

ADJOURN

Commissioner Way moved to adjourn the meeting. The motion, seconded by Commissioner Hart, passed unanimously. The meeting was adjourned at 5:12 PM.



Jerry Lundberg, Chairman

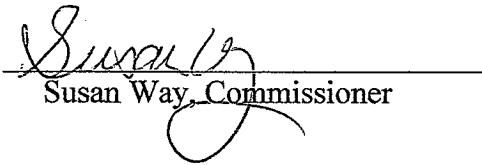


James J. Hart, Vice Chairman

William H. Huntington, Secretary



Jeannie Screws, Commissioner



Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 02, 2009 WSUD BOARD MEETING**

FEBRUARY 2009 PAYROLL:	91926	N/A
	91928	N/A

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	16371 - 16397	27,464.20
	16399 - 16416	13,601.22
	TOTAL 91926:	41,065.42

91928	8007 - 8022	18,490.53
	8026 - 8047	29,110.94
	TOTAL 91928:	47,601.47

91932	8023 - 8025	909.53
	8048 - 8050	3,416.85
	TOTAL 91932:	4,326.38

91933	16398	40,334.12
	16417 - 16418	74,465.41
	TOTAL 91933:	114,799.53